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## **Congress of the United States**

### **House of Representatives**

Dear Interested Student:

Thank you for your interest in applying for an internship in my office. I am pleased to see that you want to learn more about the political process.

An intern position in my Washington office would consist of greeting visitors, opening mail, answering telephones, clipping news articles, giving Capitol tours, completing special project assignments, attending seminars, briefings, hearings, and working with the legislative staff as needed. Summer interns will also have the chance to attend weekly lectures designed specifically for interns, with a wide array of speakers.

Internships in my office are available year-round. There are three summer sessions between the months of June and September. However, many students have taken advantage of school-term internships, and they are often performed in exchange for college credits.

To qualify for these positions there is certain criteria that applicants must meet. First, preference is given to students who live in the 20<sup>th</sup> Congressional District. Secondly, applicants must have completed at least one year of college. In addition, since the nature of congressional internships requires a certain level of maturity and scholastic experience, students who have completed at least their sophomore year in college will be given the highest priority. After all resumes and applications have been reviewed, we may also ask you to participate in a telephone interview.

In the summer of 2003, we will offer over-lapping eight-week sessions beginning in June. Session I will start on June 2<sup>nd</sup> and will end on July 25<sup>th</sup>. Session II will start on July 7<sup>th</sup> and will end on August 29<sup>th</sup>. Session III will start on August 7<sup>th</sup> and will end on September 26<sup>th</sup>. The summer sessions are highly competitive and students are given a stipend of \$1,200 per month, before taxes, to offset their living expenses. Spring and fall internships are less competitive, and there are no stipends offered for these school-term internships. Stipends are available only for the summer sessions.

For internships during the school year, my office is happy to be flexible on starting and ending dates in order to accommodate a students' schedule. However, I request a two-month minimum commitment for school-term sessions. It is the student's responsibility to arrange for credit for a school-term internship if offered by the student's university.

Thank you again for your interest. The application should be filled out in its entirety and faxed to my Washington, D.C. office. Resumes and letters of recommendation may also be included with the application. Please fax these completed materials to our Intern Coordinator's attention, Will Hensley, at 202-225-9308. Will can be reached at 202-225-3341, should you have any questions regarding the application process.

Sincerely,

  
CALVIN DOOLEY  
Member of Congress

# CONGRESSMAN CAL DOOLEY

## 2003 INTERN APPLICATION

### I. PERSONAL:

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Address at School: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Date of Birth: \_\_\_\_\_  
(Month/Date/Year)

Phone: (\_\_\_\_) \_\_\_\_\_ Social Security #: \_\_\_\_\_

### II. EDUCATION:

NAME AND CITY OF SCHOOL YOU ARE CURRENTLY ATTENDING:

\_\_\_\_\_  
\_\_\_\_\_

Major \_\_\_\_\_ Minor (if applicable) \_\_\_\_\_

Current level in school \_\_\_\_\_ Degree Expected \_\_\_\_\_  
(freshman, sophomore, junior, senior)

### PREVIOUS EDUCATION:

Name and City of High School: \_\_\_\_\_

\_\_\_\_\_

Date of H/S Graduation: \_\_\_\_\_  
(Month/Year)

### **III. AVAILABILITY FOR EMPLOYMENT:**

What session would you be available for employment? (Please choose a first, second, and third choice in order of preference) (NOTE: There is a chance that you may not be offered your first choice)

#### **SUMMER SESSIONS:**

Session I \_\_\_\_\_  
6/02 – 7/25

Session II \_\_\_\_\_  
7/07 – 8/29

Session III \_\_\_\_\_  
8/07 – 9/26

SCHOOL YEAR (PLEASE INDICATE TERM):

### **IV. PREVIOUS WORK / VOLUNTEER EXPERIENCE:**

(Start with most recent position. List name of employers, job titles, length of employment and duties. Use another sheet of paper if necessary)

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### **V. EXTRA CURRICULAR ACTIVITIES:**

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### **VI. AIMS / PROFESSIONAL GOALS:** (Submit on a separate typed page)

Paragraphs describing your future career goals and how an internship in Congressman Dooley's office will assist you in obtaining these goals.

**VII. REFERENCES:** List names, addresses and phone numbers of three references

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:**

You are welcome to submit a resume and cover letter along with this application

**Please Fax These Completed Materials**  
**DO NOT MAIL MATERIALS**  
**(Due to uncertainty in Capitol Hill mail deliver)**  
**Attention: Will Hensley**  
**202-225-9308**

Contact Will Hensley at 202-225-3341 with any questions